App F IX 4

Previous References (1941 / hl)

File No 117—41
Serial Nos. 28 / 27

Later References
45, 50
M 9-42
ml 3-44-13/44
" 10-47-(3,14)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos

Part B for April 42

SUBJECT

Temporary establishments in municipalities

To,

The Deputy commissioners of Districts
The President, city municipal council
Mysore
The municipal commissioners,
B city
L 10396-10407 / 30-4-42
Issues certain instructions re the-

hl
26 6 42

5775/K
GEN & P.J SECRETARIAT
30 MAR 1942
S C BRANCH

Serial No

Note on temporary establishments in Municipalities

At present, temporary establishments are employed in the several Municipalities - City, Town and Minor - for various purposes such as collection of taxes, maintenance of avenues and gardens, water-supply, sweeping & scavenging, radio-operating, watchmen for octroi & toll etc They are being continued from year to year Provision is generally made in the Municipal budgets of the ensuing year for the continuance of such establishments According to standing orders, sanction has to be obtained for the continuance of the temporary establishment in these Municipalities before the expiry of the period, explaining the work done and remaining to be done with full reasons for its continuance and the probable limit of continuance

2 Strictly speaking, no provision should be allowed in the budget for unsanctioned items In actual practice however, ~~although~~ such a provision is retained in the Budget as a matter of convenience and to avoid alteration in figures. Separate sanction for the continuance of the establishment is not sought but the expenditure is incurred on the mere strength of the budget provision This is contrary to rules When audit objection is taken to this arrangement, sanction is applied for after two or three years to regularise the expenditure incurred

3 There are cases in which temporary establishments in Municipalities are continued without previous sanction for years together ranging over five years

4 Some establishments are in the first instance

NOTF—Cont Sheet

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maintained for certain specific purposes, but they are continued even after that purpose ceases

5. When half a dozen temporary posts under collection, sanitation and water-supply are continued in one Municipality, sanction is applied for leisurely for each establishment separately instead of sending up a consolidated statement and obtaining sanction thereto

6 With a view to avoiding these irregularities, it is desirable to issue instructions as follows -

(1) The President, Mysore City Municipal Council, the Municipal Commissioner, Bangalore City and the Deputy Commissioners of Districts may be requested to send up proposals for the continuance, wherever necessary, of the temporary establishment before the commencement of the official year for which it is proposed to be continued — two months

(2) Before sending up such proposals, the specific purpose for which the establishment was sanctioned, whether such purpose has ceased and whether it is absolutely necessary to continue the same, should be carefully examined and if it is to be continued, the minimum period for which it is required should be specified with reasons therefor

(3) In cases where the temporary establishment is employed for over 5 years, the question of placing it on a permanent basis, either on a reduced or the same scale may also be required to be considered.

(4) Consolidated proposals for the continuance of all the temporary establishments in a single Municipality may be submitted to Government, instead of sending up proposals for each post separately as is being done now This would minimise correspondence and delay also.

General and Revenue Secretariat

5775/L

Note on temporary estts in Municipalities

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Serial No 27

(5) Even in cases where a continuance of the establishment is decided upon on the existing scale, the question of continuing it for 2 or 3 years instead of for one year may be considered, if the work is likely to take such a time There would be economy in the use of stationery also if (4) and (5) are adopted.

7 The Financial Secretary may perhaps be consulted in regard to the issue of the above instructions

8 These instructions are nowise new and seek to demand strict observance of rules as they stand

Law Secy) 28/3/42

Fin Secy M C) 9) Hm 2 31/3/42

10) The instructions with the pencil addition noted are suitable and may issue

17/4/42

11) For perusal

Minister - L S G) Hm 2 21/4/42

21/4/42

Draft please, quickly

22/4/42

Draft Govt Order for approval

23/4/42

Law Secy) 24/4/42

Hm 2 Issued 27/4/42

NOTE—Cont'd Sheet

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General and Revenue Secretariat

Serial No

Cir No L 10396–10407/
Rel 117–21–28 & 30 & 42–
Do The Dy Commr of B.
Posh Cdy Incl Magne
& Commr Cdy
Assns and Inches for obtaining
timely sanction to the Contr–
mance of Temporary Estts
in Municipalities

B
29/5/42

L 10396 – 10407

Mc 117-41-28
& 30/4/42

S.O.

Official Memorandum

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(S.C.R.O 365)

At present, temporary establishments are employed in the several Municipalities - City, Town and Minor - for various purposes such as collection of taxes, maintenance of avenues and gardens, water-supply, sweeping and scaveng-ing, radio-operating, watchmen for octroi & toll, etc They are being continued from year to year Provision is generally made in the Municipal budgets of the ensuing year for the continuance of such establishments According to standing orders, sanction has to be obtained for the continuance of the temporary establishments in the Municipalities before the expiry of the period, explaining the work done and remaining to be done with full reasons for its continuance and the probable limit of continuance

Strictly speaking, no provision should be allowed in the budget for unsanctioned items In actual practice, however, such a provision is retained in the budget as a matter of convenience and to avoid alteration in figures. Separate sanction for the continuance of the establishment is not however sought at once but the expenditure is incurred on the mere strength of the budget provision This is contrary to rules When audit objection is taken to the arrangements, sanction is applied for after two or three years to regularise the expenditure incurred

There are cases in which temporary establishments in Municipalities are continued without previous sanction for years together --

ranging over five years

Some establishments are in the first instance maintained for certain specific purposes, but they are continued even after ~~that~~ the purpose ceases. Again, when, say, half a dozen temporary posts under collection, sanitation and water-supply are continued in one Municipality, sanction is applied for leisurely and separately for each establishment ~~separately~~ instead of sending up a consolidated statement for ~~and obtaining~~ sanction ~~thereto.~~

With a view to avoiding these irregularities ~~it is desirable that~~ the following instructions are issued for (in short guidance) proposals should be sent up to Government for the continuance, wherever necessary, of the temporary establishment two months before the commencement of the official year for which it is proposed to be continued

(2) Before sending up such proposal the specific purpose for which the establishment was sanctioned, whether such purpose has ceased or whether it is absolutely necessary to continue the ~~same~~ establishment, should be carefully examined and if it is to be continued, the minimum period for which it is required should be specified with reasons therefor

(3) In cases where the temporary establishment is employed continuously for over 5 years, the question of placing it on a permanent basis either on a reduced or on the same scale ~~may also~~ should be considered

(4) Consolidated proposals for the continuance of all the temporary establishments in a single Municipality should be submitted to Government, instead of sending up

proposals for each post separately as is being done now This would minimise correspondence and delay also

(5) Even in cases where a continuance of the establishment is decided upon on the existing scale, the question of continuing it for 2 or 3 years instead of for one year may be considered, if the work is -- likely to take such a time ~~(There would be economy in the use of stationery also if (4) and (5) are adopted)~~

By Order,

Secretary to Government,
Law Department

To

The Deputy Commissioners of Dts

" President, City Municipal Council, Mysore

" Municipal Commissioner, Bangalore City, thro' the President

The Accountant General

S O

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

O M No L 10396 10407/Ml 117 41 28 Bangalore, Dated 30th April 1942

Temporary Establishments in Municipalities

Issues instructions for obtaining timely sanction to the continuance of———

OFFICIAL MEMORANDUM

At present temporary establishments are employed in the several Municipalities - City, Town and Minor - for various purposes such as collection of taxes, maintenance of avenues and gardens water-supply sweeping and scavenging, radio-operating, watchmen for octroi and toll etc They are being continued from year to year Provision is generally made in the Municipal budgets of the ensuing year for the continuance of such establishments According to standing orders sanction has to be obtained for the continuance of the temporary establishments in the Municipalities before the expiry of the period of previous sanction explaining the work done and remaining to be done with full reasons for the continuance and the probable limit of continuance

Strictly speaking, no provision should be allowed in the budget for unsanctioned items In actual practice, however such a provision is retained in the budget as a matter of convenience and to avoid alteration in figures Separate sanction for the continuance of the establishment is not however sought at once but the expenditure is incurred on the mere strength of the budget provision This is contrary to rules When audit objection is taken to the arrangement sanction is applied for after two or three years to regularise the expenditure incurred

There are cases in which temporary establishments in Municipalities are continued without previous sanction for years together ranging over five years

Some establishments are in the first instance maintained for certain specific purposes but they are continued even after the purposes cease

Again when say half a dozen temporary posts under collection sanitation and water-supply are continued in the Municipality sanction is applied for leisurely and separately for each establishment, instead of sending up a consolidated statement for sanction

With a view to avoiding these irregularities the following instructions are issued for strict guidance -

Proposals should be sent up to Government for the continuance wherever necessary of the temporary establishment two months before the commencement of the official year for which it is proposed to be continued

(2) Before sending up such proposals the specific purpose for which the establishment was sanctioned - whether such purpose has ceased or whether it is absolutely necessary to continue the establishment - should be carefully examined and if it is to be continued the minimum period for which it is required should be specified with reasons therefor

(3) In cases where the temporary establishment is employed continuously for 5 years the question of placing it on a permanent basis - either on a reduced or on the same scale - should be considered

(4) Consolidated proposals for the continuance of all the temporary establishments in a single Municipality should be submitted to Government, instead of sending up proposals for each post separately as is being done now This would minimise correspondence and delay also

(5) Even in cases where a continuance of the establishment is decided upon the existing scale, the question of continuing it for 2 or 3 years instead of for one year may be considered, if the work is likely to take such a time

Secretary to Government,
Law Department

To--The Deputy Commissioners of Districts
The President City Municipal Council, Mysore
The Municipal Commissioner, Bangalore City, through the President